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ABSTRACT

This five-part manual, intended to increase the integrity and support the longevity of school facilities, provides easy-to-use preventive maintenance (PM) system guidelines. Part 1 outlines the special considerations of school maintenance as compared to other facilities. Part 2 establishes the basic components of a PM program and provides Work Order forms to document maintenance tasks. Part 3 provides PM budgeting guidelines and suggestions for funding maintenance work that is not covered by the in-place budget. Part 4 offers guidance on how to estimate the costs of maintenance and repair tasks. This section includes sample estimates from Means Facilities Maintenance & Repair Cost Data, including labor-hour, equipment, and material costs. Part 5 contains checklists for carrying out PM tasks. The checklists break PM procedures down into recommended inspection intervals: biweekly; monthly; semiannual; annual; and every 5 years. The checklists also include detailed information about which features require close inspection and PM. The appendix contains technical reference data helpful in planning and performing PM tasks, including useful resources to contact for facility and school-related information, publications, and products. (GR)

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